EXPENSE CLAIM FORM

For guidance notes on the completion of this form, please see reverse
Please note that no payment can be made without the relevant proof of expenses
Claims should be made within one month of expense

THE ARTS SOCIETY

YOUR DETAILS

Date of submission: ______________________________

Name: ______________________________

Address: ______________________________

______________________________ Postcode: ____________

Email Address: ______________________________

BANK DETAILS

Please provide bank details if this is the first time you are claiming or if your details have recently changed.

We prefer to pay expenses by BACS direct to bank accounts, because it is cheaper and quicker; you will still receive a Remittance Advice. For cheque payment please allow extra time.

Bank Name:		Account Number:	
Branch:		Sort Code:	
Account Name:			

EXPENSES

DATE	EXPENDITURE ITEM	DESCRIPTION	AMOUNT	FOR OFFICE USE ONLY		
				CODE	CENTRE	DEPT
			TOTAL	Signature of claimant		
				AUTHORISED BY - SIGNED & DATED		

FOR OFFICE USE ONLY

TRAVEL **8320**
ACCOMMODATION **8110**
TELEPHONE **7420**
POSTAGE **7410**
PHOTOCOPYING **7330**
PRINTING **7340**
STATIONERY **7310**

The Arts Society, Office 4.55, LABS, 90 High Holborn, London WC1V 6LJ finance@theartssociety.org | www.theartssociety.org
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GUIDANCE NOTES FOR COMPLETION OF EXPENSE CLAIM FORM

- All expense claims must be submitted within one month of incurring the expenditure.
- Receipts, vouchers, train tickets or payment vouchers/ credit card slips must be attached in support of claims. Staple all relevant proof of expenses to the back of the Expense Claim Form. Claims for car mileage allowance should specify the journey made and the reason for it. Please note that no payment can be made without the relevant proof of expenses.
- You should take advantage of any 'saver' or other lower-cost ticket offers available through making early bookings. Car mileage is claimable at 45p per mile, but rail should be used wherever possible. Taxi fares are not permitted except in exceptional circumstances.
- Expenditure items could be travel, accommodation, telephone, postage, photocopying, printing, stationery or other.
- The 'Description' column should confirm the business purpose for this amount e.g. Meeting/ Event/ Department.
- Please use multiple forms rather than squeezing too much on one form.
- If you require further copies of the form please email finance@theartssociety.org or call 020 7430 0730.
- Present your completed form (and receipts) to your staff point of contact, or post it to the Finance Department:
  The Arts Society, Office 4.55, LABS, 90 High Holborn, London, WC1V 6LJ

EXAMPLE OF HOW YOUR CLAIM FORM SHOULD BE COMPLETED

DATE	EXPENDITURE ITEM	DESCRIPTION	AMOUNT
5 Oct 2017	**Return rail fare Brighton to London**	**For Advisory Council Meeting**	**£15.50**
			TOTAL
			£15.50

CHECKLIST

- Fill out your name, address and email address (and your bank details if you haven't given them to us previously).
- Complete all the appropriate columns in the Expenses Form: Date, Expenditure Item, Description, Amount and Total.
- Don't forget to attach your receipts!
- Take a photocopy of the form for your records.
- Hand in your completed form to a member of staff or post it to the Finance Department.
- Expect payment within 14 days.

PLEASE ATTACH RECEIPTS HERE